



# CITY OF GRANTS PASS - JOB OPPORTUNITY COMMUNITY SERVICE OFFICER

ANNUAL SALARY RANGE: \$47,086 - \$60,094



**Application deadline:**

**April 15, 2021  
At 5:00 p.m.**

**APPLY ONLINE TODAY**

**[www.grantspassoregon.gov](http://www.grantspassoregon.gov)**

**WORKING FOR THE CITY** | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

**POSITION SUMMARY** | General duties of this position include: responsibility for provision of police and fire non-emergency support related to crime prevention, investigations, enforcement and communications. These duties include accident scene traffic control, crime scene processing, witness interviews, identification of abandoned vehicles, animal control assistance, issuance of parking citations, maintenance of vehicle inventories, participation in meetings and court hearings, and collection of lost property.

**MINIMUM JOB REQUIREMENTS** | A high school diploma or equivalent is required; a combination of one year of related coursework and experience in criminal justice or a related field is preferred; or an equivalent combination of education and experience to perform the duties of the job.

**MINIMUM JOB REQUIREMENTS** |

- Oregon Driver's License – Class C
- Law Enforcement Data System Certificate will be required within one year of appointment.

Proposed working hours for this position are:  
Monday through Friday, 8:00 a.m. to 5:00 p.m.



City of Grants Pass Human Resources  
101 NW A Street  
Grants Pass, Oregon 97526  
541-450-6050

VISIT US AT [WWW.GRANTSPASSOREGON.GOV](http://WWW.GRANTSPASSOREGON.GOV)